

Access® Online: WBT Registration and Login Quick Reference

How do I register and log in to the

Go to Accessible Site Switch to French

Access® Online Web-based Training

Quick Login

Please enter the WBT password:

Go!

Registered Users

Please enter your email address:

Please enter your personal password:

Forgot your password?

Please enter the WBT password:

Go!

Not Registered for the WBT?

Why Should I Register?

Register Now!

Contact Us Help

Click the **Go to Accessible Site** for accessible content.

To access only training content, type the WBT password and click **Go**.

To create a learning plan and access certification, log in as a registered user. Type your email address, personal password, and WBT password. Click **Go**!

Go to Accessible Site

Access® Online Web-based Training

Registration

Please type your personal information in each field. Type your first and last name as you want them to display on your completion certificate. Your e-mail address will be your user name for the final exam. Select an authentication question from the drop-down list and type an answer that will be easy for you to remember. You can use the authentication question to access the final exam if you forget your password. Click Register when you are done.

First Name: Chris

Last Name: Doe

E-mail Address: christdoe@acme.com

Password: *****

Re-enter Password: *****

Organization Short Name: ACME

Authentication Question: What is your pet's name?

Authentication Answer: basic

User Type: Commercial Cardholder

Register

Contact Us Help

To register, click **Register Now**!

To register, specify information in every field. Select user type carefully, since it controls which lessons you have access to. Click **Register** when you are done.

Go to Accessible Site

Access® Online Web-based Training

Register for Instructor-led Classes Access Online Log out

How do I...?

Click a link below to add resources to your learning plan.

Get Started Using Access Online

Lessons User Guides Simulations Quick References Recorded Classes

Manage Accounts and Settings

Work with Transactions

Work with Orders

Work with Payments

Manage Approvals

Create and Run Reports

Get Started Using Access Online

Account Profiles

My Personal Information

Navigation Basics

Online Registration

Statements

Cardholder-initiated Account Setup

Finish and Go To My Learning Plan

Add To My Learning Plan and Select More

Transaction Management: We updated the Transaction Management lesson and user

Contact Us Help

Click a topic link.

Select training resources from each tab to build your learning plan or click a document link to open a user guide or quick reference right away.

Select to finish and go to your learning plan to start training. Or, add more resources from another topic.

All Users

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